



CULPEPER COUNTY
RETURN OF BUSINESS PERSONAL PROPERTY
AND MACHINERY & TOOLS
RETURN TO: COMMISSIONER OF THE REVENUE
PO BOX 1807
CULPEPER VA 22701
PHONE: (540) 727-3443 FAX: (540) 727-3472

2005

IMPORTANT NOTICE:

Every proprietor, firm, or corporation owning or leasing Tangible Business Personal Property, Machinery & Tools, located in Culpeper County January 1st must report same on this form and file with the Commissioner of the Revenue.

FILE BY MAY 1

Taxpayer Name - Trade Name - Mailing Address

Account Number	
FEIN / Taxpayer Social Security Number	
Co-Taxpayer Social Security Number	
Business Start Date in Culpeper: _____	
Business Cease Date: _____	
Physical Address of Reported Property: _____ _____	
Nature of Business: _____	

PLEASE CHECK LOCATION OF BUSINESS AS OF JANUARY 1
☐ COUNTY OF CULPEPER ☐ TOWN OF CULPEPER

SCHEDULE 1 TANGIBLE PERSONAL PROPERTY including furniture, fixtures, books, office and business machines, shop tools and other equipment used in any business or profession. (LIST ALL LEASED PROPERTY ON REVERSE)	TOTAL ORIGINAL COST	(LEAVE THIS SPACE BLANK)
● An Itemized Breakdown Including Description of Property, Date Purchased and Original Cost is Required.		
● Attach a Copy of the Most Recent Depreciation Schedule and List of Prior Year Disposals		

SCHEDULE 2 COMPUTER EQUIPMENT including mainframes, personal computers and peripheral equipment used in any business or profession. Do Not Include Application Software. (LIST ALL LEASED PROPERTY ON REVERSE)	TOTAL ORIGINAL COST	(LEAVE THIS SPACE BLANK)
● An Itemized Breakdown Including Description of Property, Date Purchased and Original Cost is Required.		
● Attach a Copy of the Most Recent Depreciation Schedule and List of Prior Year Disposals		

SCHEDULE 3 MANUFACTURERS' MACHINERY & TOOLS used in manufacturing, mining, processing, reprocessing, broadcasting, dry cleaning, or commercial laundry. (LIST ALL LEASED PROPERTY ON REVERSE)	TOTAL ORIGINAL COST	(LEAVE THIS SPACE BLANK)
● An Itemized Breakdown Including Description of Property, Date Purchased and Original Cost is Required.		
● Attach a Copy of the Most Recent Depreciation Schedule and List of Prior Year Disposals		

NOTE: It is a misdemeanor for any person to willfully subscribe a return that he does not believe to be true and correct as to every material matter. (code of Virginia -- § 58.1-11)

Virginia Code § 58.1-3519 authorizes the Commissioner of the Revenue to assess property based on the best information available in any case where a taxpayer neglects or refuses to file a return. All filings are subject to audit by the Commissioner of the Revenue at any time.

Declaration: I declare that the statements and figures hereon are true, full and correct to the best of my knowledge and belief.

_____ Authorized Signature	_____ Name of Person Signing the Return/Title	_____ Date	() _____ Phone
_____ Signature of Preparer Other than Taxpayer	_____ Name of Preparer/Company	_____ Date	() _____ Preparer Phone

INSTRUCTIONS ON BACK

SCHEDULE 4 LEASED PROPERTY In accordance with Virginia Code §58.1-3518, if you lease Tangible Personal Property used in your business or profession, please provide information below and attach an itemized list of property leased.

FROM LEASE AGREEMENT

Name of Owner (Lessor)	Address of Owner / Phone Number	Date of Lease	Term of Lease	Quoted Purchase Price

INFORMATION ABOUT THE BUSINESS TANGIBLE PERSONAL PROPERTY RETURN

1. **Returns must be filed by May 1.** In accordance with § 58.1-3503 of the Code of Virginia, report all tangible personal property owned and located in Culpeper County on January 1 that is subject to assessment. A separate form should be submitted for each business location.

2. **Attach a detailed itemized listing of all equipment used in business.** List each asset by the year of purchase and the total original cost. Total cost includes all costs incidental to acquiring and placing an asset in use (freight, installation, sales tax, etc.) Do not include application software.

3. Cost of items **fully depreciated** but still in use **must** be reported.

4. Leasing companies must report the name and address of each lessee, the type of equipment leased, the date of the lease, and the equipment cost.

5. Incomplete information such as “**See Attached**” or “**Same as last year**” or the omission of any of your taxable Tangible Personal Property **will not be accepted**.

6. If “**None** or “**No property to report**”, an explanation of why there is no property to report **must** be included. Most businesses require the use of personal property in their operations.

7. **Failure to file** on or before the due date of May 1 will result in a late filing penalty of 10% of the tax due (\$2.00 Minimum).

8. Culpeper County **does not prorate** the assessment of business personal property or machinery and tools. Property located in Culpeper County on January 1 is assessed and taxed for the entire year whether it is moved, sold, or discontinued in use during the year.

9. **EXTENSIONS:** Prior to the filing deadline, you may submit a written request for an extension (maximum 90 days) subject to approval by the Commissioner of the Revenue.

10. If you have **ceased** operations in Culpeper County or no longer own business personal property located in Culpeper County, report business cease date, location of business personal property as of January 1 and/or explanation of the disposition of property.

The Office of the Commissioner of the Revenue will be glad to assist you with the completion of this return.